

## **INTEGRITY COMMISSION**

### **CAREER OPPORTUNITY**

#### **Manager, Declarations and Financial Investigations**

##### **Job Summary**

The incumbent is accountable to the Director of Investigation for the achievement of the Entity's Declarations & Financial Investigations objectives in order that the Integrity Commission achieves its Mission and Vision in a sustainable manner.

##### **Major Responsibilities**

1. Contributes to the Integrity Commission's Strategic Planning process, paying attention to the strategic objectives and initiatives for the Investigation Division; resulting in the organization's annual Strategic Plan, Corporate Plan and Budget being aligned.
2. In conjunction with the Director of Investigation, annually update Job Accountabilities and Performance Targets; ensuring alignment to the Division's Strategic Plan.
3. Develops, in conjunction with Director of Investigation, own Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
4. Develops, in conjunction with each Direct Report, their respective Individual Development Plan (IDP) following the Performance Review as per the Performance Management System.
5. Constantly reviews the competency and performance of Direct Reports, providing continuous coaching and implementation of their respective individual development plans.
6. Liaises with the Director of Investigation and the other Directors in the planning and execution of all financial investigation matters.
7. Provides the framework for investigations, through the use of investigative techniques and equipment, of allegations or suspected violations of criminal or civil statutes and:
  - a) Establishes procedures for interviewing persons, witnesses and third parties both formally recorded conferences or by written statements;
  - b) Establishes the links to facilitate the check credit sources, banking and public records;
  - c) Develops a template to facilitate the financial and behavioural profile of persons accused of bribery and corruption;
  - d) Develops a template to facilitate the computation of net worth statements so as to determine illicit income;
  - e) Reviews the spread sheets, graphs, and other information being presented as evidence;
  - f) Reviews the reports covering the results of investigations.

8. Reviews and analysis evidence to determine whether specific laws have been violated;
9. Performs research and collects data through the use of interviews, documentary reviews, audit checks or the exploration of any other sources of information to support the process in all investigation matters.
10. Confers with Attorneys, Tax Administration officials and employees, and with members of other law enforcement agencies.
11. Gathers banking and other financial evidence as a result of court orders.
12. Documents all evidence and enter as evidentiary documentation in relation to each investigation.
13. Collates all the findings and source documents related to each investigation.
14. Creates a formal report in respect of each investigation that summarizes all the facts and presents relevant findings, conclusions and recommendations. Including suggestions on whether the breach was facilitated by weaknesses in practice or procedures and possible measures to prevent the re-occurrence of the issue.
15. Liaises, on a day to day basis, with the other Divisional Managers to ensure that the requisite levels of support are provided.
16. Coordinates and supervises all financial investigation matters.
17. Assists Attorneys in the preparation of criminal cases for trial.
18. Causes the necessary documents such as summonses, information etc. be prepared and served to facilitate the accused and witnesses to appear before the courts.
19. Testifies before Magistrates the Public Services Commission or other tribunal as an expert witness for the Government.
20. Monitors departmental bureaucratic processes to identify where there are unauthorized service providers (touts) operating at the public entities.
21. Monitors the publications of local and international anti-corruption institutions/watchdogs in order to identify and report to the Director of Investigation on any new practices that would aid in combating corruption.
22. Identifies breaches in the procurement process and recommend and appropriate investigation approach and methodology.
23. Monitors and trains designated officers in the investigation of protected disclosures.
24. Gathers intelligence in relation to the violation of GOJ procurement guidelines and determine where there have been improprieties or irregularities in the Government of Jamaica's procurement process.

25. Develops strategies which will facilitate the effective and efficient execution of matters which are to be investigated.
26. Extracts information relating to impropriety and irregularity in the procurement process and in the implementation of the GOJ contracts, from the media.
27. Manages the relationship and communication between key stakeholders concerned by the investigation process or the investigation results.
28. Where appropriate, facilitates and arranges joint or concomitant investigations with investigators from other international organizations and/or national authorities.
29. Ability to look for and implement opportunities for making the investigation process shorter without compromising due process and staff welfare.
30. Contributes to the preparation of the Investigation Division's monthly performance report and attend the monthly Divisional Meeting to discuss performance, ensuring there are diagnoses and prognoses for any performance variances.
31. Performing any other related duties that may be assigned from time to time by the Director of Investigation.

#### **Minimum Required Qualifications and Experience**

- Master's Degree in Economics, Management Studies, Finance, Accounting, Law, Criminology or equivalent qualification.
- Minimum of five (5) years' experience in an investigative environment with at least 3 years at a supervisory or managerial level.

#### **Other Desirable Qualifications & Experience that would be an asset**

- Certificate in Supervisory Management.
- Certificate/knowledge in/of conducting Financial Crimes investigations.

#### **Desired Skills & Competencies**

- Training in Investigative (Forensic, Financial & otherwise) Techniques.
- Reasoning Power - ability to make on-the-spot assessment of situations.
- Human Relations - inspiring leadership and ability to delegate and manage people and time effectively.
- Experience and understanding of the GOJ's operations in particular its' declarations management and procurement processes.
- Translates broad goals into achievable steps.
- Anticipates and solves problems and takes advantage of opportunities.

- Knowledge of and demonstrated experience in integration and coordinating diverse areas of management and administration.
- High level of personal skills to make formal, persuasive presentations to groups and to deal effectively with people from all segments of the community.
- Shares the Commission's values, mission and vision.
- Consistently displays integrity, model's behavior, develops people and builds teams.
- Ability to inspire confidence of others, command respect of other and to respect the dignity of others.
- Communication to include public speaking, the management of meetings, report writing in addition to oral and written communication skills.

### **Specific Knowledge**

- Knowledge of the Integrity Commission Act and any other such Acts or Legislation governing the operation of the Integrity Commission.
- Expert understanding of International Financial Reporting Standards (IFRS), Government policies and guidelines including FAA Act, PBMA Act & Procurement guidelines.

### **Working Conditions**

- Typical office environment, with Travel required.
- Willingness to work beyond normal working hours as the situation may demand.
- Occasional exposure to hostile environment.

### **EMOLUMENTS PACKAGE**

Basic Salary                                \$7,716,512.00 per annum

### **GENERAL**

Appointments will normally be on the basis of a Three-year Contract in the first instance, which is renewable based upon performance. A Gratuity of 25% of Basic Salary is payable upon the satisfactory completion of the contract period.

## STATUTORY DECLARATIONS OF ASSETS

Please be advised that, *where applicable*, only persons who have submitted Statutory Declarations of Assets, Liabilities and Income, as required, to the Integrity Commission and the former Commission for the Prevention of Corruption, can be considered for employment to the Integrity Commission.

Applications, along with Curriculum Vitae, must be submitted no later than

**Friday, May 9, 2025 at 3:30 p.m. by hand or electronically, by 11:59 p.m. to:**

The Human Resource Manager  
Integrity Commission  
6<sup>th</sup> Floor Sagicor Sigma Building  
63-67 Knutsford Boulevard  
Kingston 5

**Or email:** [vacantpositions@integrity.gov.jm](mailto:vacantpositions@integrity.gov.jm)

**All applications will be treated with the strictest confidence. We regret that only Applicants who are shortlisted will be contacted.**